

MANUFACTURED HOMES

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

I. WHAT IS A MANUFACTURED HOME?

A manufactured home is any non-self-propelled vehicle transportable in one or more sections, which is built on a permanent chassis, put together in such a manner that its structural, plumbing, electrical, heating and air conditioning elements may be concealed and may not be readily accessible for inspection at the site where it is intended to be placed (or used), without disassembly, damage, or destruction. They are designed and constructed to be used as dwelling units under the Federal Standard "24 CFR part 3280," "Federal Manufactured Home Construction and Safety Standards." A manufactured home is designed to be installed one time and does not lose its pre-emptive federal law protection when it is permanently installed. A unit that has been altered, such as, cutting-in doors & windows, adding on permanent room additions, covered or uncovered porches and decks loses its classification as a "manufactured home" and the pre-emptive federal law protection is forfeited.

II. IS A BUILDING PERMIT REQUIRED TO SET A MANUFACTURED HOME?

Yes. Setting a manufactured home requires a building permit called a "Manufactured Home Permit." After installation, a manufactured home becomes an, "existing building" just like all site constructed homes. If this manufactured home, now considered an existing building, is ever removed from its original location and reinstalled somewhere else it must be made to conform to Section A(4)F(1) and A(20) of the *2005 Hamilton County Building Code (2005 HCBC)*. Enforcement of this section of the code is handled through the permit process as well. This permit is called a, "Moved Building Permit" and must be obtained prior to any building being removed or reinstalled.

III. WHAT CODES / REGULATIONS ARE APPLICABLE?

All work performed must be in accordance with the, *Hamilton County Building Code*, *Hamilton County Zoning Resolution* (or applicable township zoning), *Hamilton County Flood Damage Prevention Regulations*, and all other relevant laws and ordinances.

Contact the following agencies:

Hamilton County Department of Building Inspections (DBI)	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township zoning administrator)	(513) 946-4501
Hamilton County Board of Health	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer	(513) 946-4250
Metropolitan Sewer District	(513) 244-1350
Cincinnati Water Works	(513) 591-7859
Inspection Bureau, Inc.(National Electric Code)	(513) 381-6080

NOTE: The Zoning Certificate must accompany the permit application.

IV. WHAT REQUIRES PLAN REVIEW WHEN A MANUFACTURED (MODULAR) HOME IS SUBMITTED FOR A PERMIT?

Since manufactured homes have already been approved for construction, the only items needing plan review and subsequent inspections are the structures being built on the site. The Hamilton County Department of Building Inspections (DBI) is required to plan review those structures being built at the site to ensure that those structures have been designed in conformance with the applicable sections of the *2005 HCBC*. The following is a

nonexclusive list of items for which drawings must be submitted for plan review:

- footings, foundations, crawlspaces, piers, etc.
- tie-downs and/or other connection details
- basement plans, wall sections, stair sections
- retaining walls over 48 inches tall
- decks, ramps, stairs, etc. (with and without roofs)
- all detached structures, driveways, walkways, etc.

V. **HOW DO I OBTAIN A PERMIT?**

Complete an application for a “Manufactured Home Permit” and submit building plans (with site plans attached to each). Each set of building plans must include drawings and construction details of all structures to be built on the site and must also include a copy of the building drawings that HUD approved for the construction of the unit, to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. Lot surveys and/or plot plans must be prepared and sealed by an Ohio Registered Surveyor. All building plans must indicate the project location and the names, addresses and phone numbers of the owner and the designer. A non-refundable plan processing fee must be paid at the time of application. The number of sets of building plans required depends on the location and extent of the work. Contact a DBI Permit Specialist for details prior to submitting.

NOTE: Filing of an application for a building permit does not constitute permission to begin the work.

VI. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or require corrections, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, the Building Department Permit Specialist will notify the applicant that the application is approved and the balance of the permit fee that may be due. After approval and payment, a permit will be issued.

VII. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the “Approved Plans” as issued by the DBI. The *Hamilton County* (or applicable township) *Zoning Code*, the *Hamilton County Building Code*, the *National Electric Code*, and other applicable ordinances must be complied with. The permit will expire if work is not started, is postponed, abandoned or an inspection is not requested within six months of the issue date.

VIII. **INSPECTIONS REQUIRED (24 hour minimum notice)**

Hamilton County Department of Building Inspections (513) 946-3780

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| 1. Soil Inspection | 4. Insulation Inspection (if any) |
| 2. Slab Inspection | 5. Decks, sheds, etc. |
| 3. Frame Inspection (if any) | 6. Final Inspection |

Hamilton County Zoning Department (or applicable township zoning) (513) 946-4501

Hamilton County Board of Health - Plumbing Division (513) 946-7800

Hamilton County Board of Health - Food Service Operation License (513) 946-7800

Hamilton County Department of Public Works (513) 946-4750

Hamilton County Engineer (513) 946-4250

Inspection Bureau, Inc. (513) 381-6080